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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

James B. Slate, Jr., Director

February 8, 2006

MEMORANDUM 2006-02

TO: Division Directors
Office Directors

FROM: Jim Slate

SUBJECT: Numbered Memorandum and B&A Web Site

Beginning January, 2006, memoranda that are sent to all Divisions and Offices from the Division of Budget & Analysis will be numbered. The number will appear on the Memorandum line, as shown above. We believe that this will help you to be assured that you have received each memorandum. The numbering system consists of the calendar year and the number of the memorandum, i.e. 2006-01, regarding Instructions for SFY 06-07 Expansion Budget Requests, was the first memorandum issued in 2006. Letters or memoranda sent to individual Divisions will not be numbered.

Should you discover that you are missing a numbered memorandum, you may now access these from the DHHS web site. These memoranda are available on-line at the DHHS web site, Employees and Partners site, at <http://www.dhhs.state.nc.us/work.htm>. They are also available at the Divisions and Offices site at the Division of Budget and Analysis listing; <http://www.dhhs.state.nc.us/docs/division.htm#bna>. Important memoranda from 2005 are included at this web site.

It is our hope that these two small initiatives will improve communication and be a useful resource for you and your staff. Please contact your budget analyst if you have any questions about this memorandum.

JBSjr:dl

cc: Carmen Hooker Odom Allyn Guffey
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